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**The Thomas Jefferson Planning District Commission (TJPDC)
FISCAL YEAR 2021 PDC LOCALITY IMPLEMENTATION PROGRAM
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY**

I. PURPOSE AND OBJECTIVE

In Fiscal Year 2021 each planning district commission/regional commission will receive \$52,000 from the Department of Environmental Quality (DEQ). The corresponding planning district commission/regional commission will provide a local match of \$13,000 to conduct local area watershed implementation planning activities. This resource may be supplemented with additional planning funds.

The Thomas Jefferson Planning District Commission (TJPDC) will contract with DEQ to provide annual technical and administrative assistance to localities and stakeholders of the Chesapeake Bay Watershed Area as approved by an Annual Work Program. The annual scope of work shall include specific activities as requested by DEQ. The scope of work may also include activities or studies addressing other environmental planning related issues that may be of specific interest to the region. The annual scope of work would include at a minimum: an annual performance report of the PDC Locality Implementation Program; coordination with local governments, state agencies, and stakeholders to include collaboration activities; BMP funding/grant research for localities; GIS services, and specific BMP project assistance for localities or the region.

II. GEOGRAPHIC AREA

The TJPDC will provide environmental planning services to the counties of Albemarle, Greene, Louisa, Nelson, and Fluvanna; and the city of Charlottesville. Planning efforts will focus on the developed, non-MS4 areas of the region but collaboration with MS4 localities will be encouraged.

III. SCOPE OF WORK

A. PROGRAM ADMINISTRATION

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to administer and manage PDC Locality Implementation Program that includes programmatic and financial reporting for the program.

1. Perform general administrative and financial functions related to management of the DEQ funding, as well as other contract administration and project management services.
2. Provide interim and annual performance reports of the PDC Locality Implementation Program.
3. Prepare the FY22 work program for the PDC Locality Implementation Program .
4. Update TJPDC Commissioners and local boards on progress of key contract deliverables and other Bay-related issues as needed.

Deliverables:

- Interim reports on program activities, grant applications and finances will be submitted.
- An annual performance report of the PDC Locality Implementation Program will be provided to DEQ. This report will provide a detailed update on the status of all program activities and the financial status of the program.
- The FY22 PDC Locality Implementation Program scope of work will be developed.

B. LOCAL PLANNING ASSISTANCE

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to provide direct planning assistance to the rural cities, counties and towns within the TJPDC region regarding Best Management Practices (BMPs), programmatic actions, and other environmental projects. This work promotes regional involvement and develops consensus on local area watershed and nutrient reduction goals through a continuing, comprehensive and coordinated planning process.

1. Assist localities with the development of BMP implementation projects and cost assessments, and programmatic actions on an as-needed basis. Assist localities that may have limited staffing. Assist localities in the completion of BMP implementation projects.
2. When requested, update the environmental sections of local government comprehensive plans and create model WIP III language for inclusion.
3. When requested, assist localities with updating local ordinances and zoning regulations.
4. Research grant opportunities and assist localities in identifying BMP implementation-related grant opportunities. Assist localities and the Soil and Water Conservation District (TJSCW) in applying for funds and provide grant writing assistance when needed. Disseminate funding information to localities; update the TJPDC's Grant Matrix document.
5. Assist localities with mapping, data collection and GPS / GIS services as needed.
6. Attend grant information sessions, workshops, webinars, etc. sponsored by DEQ, Chesapeake Bay Program and other related agencies.

7. Host and facilitate regular meetings for a WIP network group. These meetings will be the primary forum for disseminating information on the Chesapeake Bay WIP III program. The network group will be made up of representatives from localities, State agencies, Soil & Water Conservation Districts (SWCDs), and local conservation groups. This WIP network group will act as the main stakeholder committee to complete contract activities and deliverables.

8. Collaborate with other Bay PDCs as part of the urban sector network group. Coordinate meetings and/or teleconferences with other Bay PDCs to discuss BMP implementation process and efforts to assist unregulated (non-MS4) communities.

9. Continue to work with the Virginia Department of Health (VDH), SWCDs and local governments to develop a process to capture and track septic tank pump outs. TJPDC will also work with the Thomas Jefferson Soil and Water Conservation District (TJSWCD) to obtain this data.

Deliverables:

- GIS data produced as a result of requested assistance to localities.
- Grant applications completed during this Fiscal Year will be submitted to DEQ for funding or informational purposes.
- Meeting summaries for WIP network group.
- Continue to maintain matrix of grant opportunities.
- Track progress of BMP projects that are being constructed or implemented.
- Act as resource / liaison between TJPDC, localities, & DEQ.

C. PROGRAM MARKETING, EDUCATION, AND OUTREACH

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to promote and market WIP III materials in the TJPDC region. This work encourages outreach and training opportunities, public participation and providing updates on WIP III on a TJPDC micro-site and educational materials.

1. Maintain the TJPDC website and watershed implementation plan micro-site to communicate important planning activities and information.
2. Participate in outreach activities and public events to increase community engagement and WIP marketing.
3. Host or participate in trainings as needed for localities and stakeholders.
4. Prepare marketing and educational materials for localities and public use.

Deliverables:

- Continue to create Thomas Jefferson Quality Guide booklets and update social media with the #LoveYourWatershed RSEP postings.
- Develop WIP III educational materials for public and for localities to distribute such as brochures, newsletters, or other marketing items.

D. Ideas for Regional -Specific Tasks

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to develop regionally specific tasks for inclusion in this annual Scope of Service for implementation during calendar year 2021. The TJPDC has many goals and ideas for future projects, but will choose tasks based on time, funding, and stakeholder participation.

1. Continue working with Virginia Department of Forestry (VDOT) and localities to implement tree planting projects through VDOT's Trees for Clean Water grant program. The TJPDC assisted several localities in 2020 and sees potential for more tree planting projects since this BMP can be more easily obtained for localities.
2. Create model WIP III language for localities to include in their comprehensive plans and ordinances or work with localities to develop their own if needed.
3. Continue to work with localities and stakeholders on identifying a good regional project for NFWF funding. Ideas in the past have included identifying nutrient management sites, stream restoration sites, detention pond rehab/ retrofitting sites, and small dam removal sites. One potential project would need to be selected and developed.
4. Work with VDH and local septic pumping companies to develop tracking or reporting system for septic pump outs. Additionally, work with TJSWCD to obtain and assess septic pumpout data.
5. Collaborate with local organizations on a stream cleanup event. With COVID-19 issues in 2020, the use of stream-clean up kits was discussed. The TJPDC may develop this alternative if COVID-19 continues to be a concern into the next year. The Rivanna Conservation Alliance (RCA) and the Rivanna Stormwater Education Partnership (RSEP) will assist in organizing a watershed cleanup.
6. Connect localities with hazard mitigation strategies and available funding sources that support BMP implementation and flood prevention. Continue to encourage the participation in the Thomas Jefferson Hazard Mitigation Plan by the localities involved in the WIP.